

Message Text

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ORIGIN SS-30

INFO OCT-01 ISO-00 SSO-00 CCO-00 /031 R

DRAFTED BY S/S-S:RGHSEITZ

APPROVED BY S/S - MR. LUERS

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FM SECSTATE WASHDC

TO AMEMBASSY BONN IMMEDIATE

INFO USINT DAMASCUS IMMEDIATE

AMCONSUL JERUSALEM

AMEMBASSY AMMAN

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EXDIS

AMMAN FOR S/S PENDLETON

E.O. 11652: GDS

TAGS: OVIP (KISSINGER, HENRY A.)

SUBJECT: SECVISIT - SECRETARIAT REQUIREMENTS

1. PERSONNEL: EXECUTIVE SECRETARIAT (S/S) TEAM
CONSISTING OF FSO LIONEL ROSENBLATT AND SECRETARY
KAY DALY WILL SUPPORT SECRETARY'S VISIT TO BONN. THEY WILL
CABLE ARRIVAL INFORMATION. ANOTHER S/S TEAM WILL
ARRIVE ABOARD SECRETARY'S PLANE. FSO SHOULD BE ASSIGNED
TO S/S BEGINNING ADVANCE TEAM'S ARRIVAL AND SHOULD
MEET S/S TEAM AT AIRPORT. ONE TOP SECRET CLEARED
SECRETARY SHOULD BE AVAILABLE TO S/S ON ARRIVAL OF
ADVANCE TEAM, AND BE AVAILABLE ON TWENTY-FOUR HOUR
BASIS. A FILE OF ALL MESSAGES THE POST HAS RECEIVED
RELATED TO THE TRIP SHOULD BE AVAILABLE TO S/S UPON
ARRIVAL OF THE ADVANCE TEAM.

2. SCHEDULING: AS ARRANGEMENTS FOR THE VISIT TAKE SHAPE,
THE POST SHOULD PREPARE A DETAILED SCHEDULE FOR THE
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SECRETARY. THE INITIAL VERSION OF THIS SCHEDULE SHOULD BE
SENT BY IMMEDIATE CABLE ACTION AMMAN INFO DEPARTMENT BY
NOON FRIDAY, MARCH 1. THIS SCHEDULE SHOULD THEN BE
UPDATED BY CABLE AS CHANGES BECOME NECESSARY.

A. THE POST SHOULD SEND BY CABLE GUEST LISTS FOR ALL SOCIAL OCCASIONS AS THEY BECOME KNOWN. UPON PARTY'S ARRIVAL, PLEASE HAVE AVAILABLE SEATING ARRANGEMENTS FOR ALL MEALS EXCEPT PRIVATE ONES.

B. BEFORE END OF VISIT, POST SHOULD FURNISH S/S WITH DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE OFFICIALS.

3. ADMINISTRATIVE AND VEHICLE ARRANGEMENTS WILL BE COVERED IN A SEPARATE CABLE.

4. MISSION SHOULD HAVE AVAILABLE AT ALL TIMES TWO TOP SECRET CLEARED COURIERS TO CARRY TRAFFIC BETWEEN MISSION AND SECRETARY'S PARTY. PLEASE ASSURE THAT THEY HAVE THEIR OWN VEHICLES.

5. COMMUNICATIONS:

A. S/S WILL BE ON CALL 24 HOURS A DAY. COMMUNICATIONS SUPERVISORS SHOULD ALERT S/S ON IMPORTANT MESSAGES CONCERNING THE SECRETARY OR OTHER MEMBERS OF HIS PARTY. COMMUNICATIONS WILL BE KEPT INFORMED OF WHEREABOUTS OF S/S TEAMS AT ALL TIMES.

B. ALL TRAFFIC FROM DEPARTMENT FOR THE SECRETARY OR HIS PARTY WILL BE SLUGGED TOSEC. OUTGOING CABLES TO DEPARTMENT FROM THE SECRETARY OR MEMBERS OF PARTY WILL BE SLUGGED SECTO. ALL SECTO CABLES WILL BE SIGNED KISSINGER AND MUST BE CLEARED BY S/S-S, LATERAL CABLES WILL BE SLUGGED QUOTE FOR THE SECRETARY'S PARTY UNQUOTE OR QUOTE FOR (NAME) UNQUOTE AS APPROPRIATE.

C. S/S WILL MAKE ALL REPEAT ALL DISTRIBUTION OF TOSEC/ SECTO TRAFFIC AND OF ALL CABLES FOR SECRETARY'S PARTY. S/S WILL GIVE EMBASSY, MEMBERS OF SECRETARY'S PARTY, LIMITED OFFICIAL USE
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AND OTHERS COPIES OF ALL CABLES RELATING TO THEIR AREAS OF RESPONSIBILITY.

D. TOSEC AND SECTO SERIES CABLES WILL EACH BE NUMBERED CONSECUTIVELY. WHEN SECRETARY DEPARTS, COMMUNICATIONS SUPERVISOR SHOULD SEND SERVICE MESSAGE TO DEPARTMENT AND SECRETARY'S NEXT STOP GIVING THE LAST SECTO AND TOSEC NUMBERS. COMMUNICATORS SHOULD NOT ACCEPT ANY OUTGOING SECTO WITHOUT S/S CLEARANCE. IF ANY CABLE IS DELIVERED TO COMM CENTER WHICH PERTAINS TO SECRETARY'S VISIT, WATCH SUPERVISOR SHOULD CONSULT WITH S/S TO DETERMINE WHETHER CABLE SHOULD BE IN

SECTO SERIES. INCOMING TOSEC CABLES SHOULD BE
DOUBLE-SPACED BETWEEN PARAGRAPHS AND REPRODUCED ON
ONE SIDE ONLY. IF POSSIBLE, ALL CABLES FOR S/S SHOULD

BE REPRODUCED ON 8X10-1/2 INCH PAPER.

E. S/S WILL NEED FOLLOWING NUMBER OF COPIES OF CABLES:

- (1) TOSEC/SECTO-NODIS 10 AND EXDIS 15 COPIES TO S/S
ONLY. BECAUSE OF SENSITIVITY, COMMUNICATIONS WATCH
SUPERVISOR SHOULD HANDLE NODIS PERSONALLY AND KEEP
RECORD OF ALL PERSONNEL WITH ACCESS TO MESSAGES
DURING PROCESSING;
- (2) TOSEC/SECTO-LIMDIS, ALL OTHER TOSEC/SECTO CABLES,
AND CABLES FOR OTHER MEMBERS OF PARTY 15 COPIES TO
S/S ONLY. S/S WILL DISTRIBUTE. EMBASSY TRAFFIC
(INCOMING AND OUTGOING) SHOULD BE SCREENED THOROUGHLY
AND ONLY THE MOST IMPORTANT SHOULD BE PROVIDED TO
S/S (15 COPIES).

F. SPECIAL SUMMARIES: INSTRUCTIONS ON THE HANDLING OF
TWICE DAILY SPECIAL SUMMARIES FOR THE SECRETARY WILL BE
SENT SEPTEL.

6. MISCELLANEOUS ARRANGEMENTS:

A. CONTROL OFFICER SHOULD CONFIRM ARRANGEMENTS FOR
TICKERS AND NEWSPAPERS WITH USIS IN ADVANCE (SEE
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FOLLOWING);

B. TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED
ON 24-HOUR BASIS. TEN PACKAGES OF CAREFULLY SELECTED
SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0500
EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL
2400.

C. COPIES OF ENGLISH LANGUAGE NEWSPAPER SHOULD BE
MADE AVAILABLE TO MEMBERS OF PARTY AT HOTEL. FIVE
COPIES TO S/S. FIVE COPIES OF USIS WIRELESS FILE
SHOULD BE DELIVERED DAILY TO S/S BY 0600.

D. ONE COPY OF EVERY LOCAL PRESS STORY AND PRESS
PHOTO ON SECRETARY SHOULD BE POUCHED DEPT. TO ATTN.
OF S/S-S AFTER DEPARTURE OF PARTY.

7. MANY THANKS FOR YOUR ASSISTANCE. CASEY

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<< END OF DOCUMENT >>

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